

**GRAFTON ELEMENTARY SCHOOL**  
**Field Trip/Student Activity Checklist**

Field Trip Event: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Time: \_\_\_\_\_

Date: _____	Plans	
Date: _____	Check Date	
Date: _____	Field Trip Request Form	
Date: _____	Approval Granted	
Date: _____	Notification of Gr. Level Teacher/Specialist	
Date: _____	Permission Slip	
Date: _____	Bus Form	
Date: _____	Kitchen and Custodian(s) Notified	
Date: _____	Medications	
Date: _____	Pupils Staying at School/Reasons/Supervision	
Dates: _____	Chaperones	

Comments:

We would like to thank you for volunteering to be a chaperone for our field trip. Please review the responsibilities and guidelines listed below so you are aware of how you can help make the field trip a successful and safe one.

Chaperone Responsibilities/Guidelines

1. Assist teachers in supervising all students.
2. Maintain confidentiality and interact appropriately with students.
3. Ride on the bus with teachers and students when requested by teachers.
4. Please do not bring other children (siblings) on the trip.
5. Please keep all cell phones off for the entire trip. Cell phones may only be used in the case of a student emergency.
6. Observe all school rules and expectations for students, staff, and adults.
7. Please provide notice in advance (when possible) if you are unable to attend the field trip so we can find other coverage.

Please complete the bottom portion of this page and return it to your child's teacher. Thank you for volunteering to help out with our field trip!

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Homeroom Teacher: \_\_\_\_\_

Yes, I have read the chaperone responsibilities/guidelines.

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
PRINTED NAME